



CITY OF ABILENE

ABILENE REGIONAL AIRPORT

**REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL
AIRSIDE ENGINEERING SERVICES AT
ABILENE REGIONAL AIRPORT
RFQ No. CB – 1866**

SECTION 1. PURPOSE AND NEED STATEMENT/GENERAL INFORMATION:

The City of Abilene is requesting statements of qualifications from engineering professionals to provide these services in the state of Texas to assist with Abilene Regional Airport's continued airside development and improvement. Through this Request for Qualifications (RFQ), the City intends to select an engineering consultant to provide the services listed in Section 3. The awarded contract will be for a five (5) year term and includes services related to the projects in Section 2. Projects may be added to or deleted from the CIP, but within the term of the contract.

Abilene Regional Airport, a non-hub primary airport serving a 16-county region of Central West Texas, has experienced significant growth and development. The airport is served by American Eagle with daily RJ flights to D/FW. An American Eagle maintenance base, Eagle Aviation Services, Inc., was established in the mid-1990's and has grown to include heavy maintenance lines for Embraer regional jets. Finally, general aviation and military traffic are an important mix of the airport's traffic and an aspect where the airport wants to encourage growth.

The airport's AIP Entitlement funding is averaging over \$1 million per year. In order to continue orderly and systematic development of capital improvements, the City of Abilene is seeking statements of qualifications from parties interested in performing professional engineer consulting services for Airport Airside Improvement projects funded by Department of Transportation, Federal Aviation Administration Airport Improvement Program grants, City of Abilene and other sources. The selection process will be conducted in accordance with FAA Advisory Circular 150/5100-14E and all applicable federal, state and local regulations. Final execution of a contract will be contingent on the availability of funding.

SECTION 2. ANTICIPATED PROJECTS:

FY 2019

1. ARFF Building Modification (covered under a separate Architect Services contract)
2. Possible FY 2020 project acceleration if ABI is awarded funding for FY2019 Supplemental AIP

FY 2020

1. Remove C1/Reconfigure TW R (Design and Construction)
2. Reconstruct T1 and T2 (Design and Construction)
3. Reconstruct NW Apron, All Stages (Design) and Stage I (Construction)

FY 2021Entitlement Carry-Over

FY 2022
Reconstruct NW Apron, Stage II (Construction)

FY 2023
1. Terminal Improvements (covered under a separate Architect Services contract)
2. Airfield Drainage Improvements
3. Security Access System Replacement

FY 2024
Runway and Taxiway Seal Coat

While the airport anticipates closely following this list of projects and their schedule, the airport may add, delete or adjust projects based on current needs in consultation with FAA and the contracted engineer.

SECTION 3. ENGINEER SERVICES

The basic services required for any given project are expected to include any or all of the following services by project phase. Any phase may require coordination with other projects on the airport and not necessarily those sponsored by the City, including other architects and engineers:

- A. Preliminary Phase - activities required for defining the scope of a project and establishing preliminary requirements, which include:
 - 1) Conferring with the sponsor on project requirements, finances, schedules, early phases of the project, and other pertinent matters and meeting with FAA and other concerned agencies and parties on matters affecting the project.
 - 2) Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and engineering studies required for preliminary design considerations.
 - 3) Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
 - 4) Creating and submitting Overall Development Objectives (ODOs) for each project.

B. Design Phase - all activities required to undertake and accomplish a full and complete project design, including:

- 1) Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
- 2) Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; engineering, and special environmental studies.
- 3) Preparing and submitting FAA Airspace Studies (Form 7460-1) and environmental assessments.
- 4) Preparing necessary engineering reports and recommendations.
- 5) Preparing detailed plans, specifications, and cost estimates.
- 6) Printing and providing necessary copies of engineering drawings and contract specifications.

C. Bidding/Negotiation Phase - assisting the sponsor in advertising and securing bids, negotiating for services, analyzing bid results including contractor compliance with Disadvantaged Business Enterprise goals, furnishing recommendations on the award of contracts, preparing contract documents.

D. Construction Phase - includes all basic services rendered after the award of a construction contract, including (but not limited to) the following activities:

- 1) Providing consultation and advice to the sponsor during all phases of construction.
- 2) Representing the sponsor at preconstruction conferences.
- 3) At discretion of Sponsor, provide a full-time on-site Resident Project Representative. RPR duties shall include: inspect work for compliance with plans and specifications, oversee materials testing, keep detailed notes of construction activity/inactivity, and perform Davis-Bacon wage surveys.
- 4) Inspecting work in progress periodically and providing appropriate reports to the sponsor.
- 5) Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept.
- 6) Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.

- 7) Preparing and negotiating change orders and supplemental agreements.
- 8) Observing or reviewing performance tests required by specifications.
- 9) Determining amounts owed to contractors and assisting sponsors in the preparation of payment requests for amounts reimbursable from grant projects, and in determining Disadvantaged Business Enterprise performance/goal achievement.
- 10) Making final inspection and submitting a report of the completed project to the sponsor.
- 11) Preparing and submitting As-Built drawings and updating relevant pavement condition.

E. Special Services - services outside the traditional scope of professional engineer consulting services which may be needed for a given project. Such services might be performed "in-house" or contracted out under a subcontract agreement. These might include, but not be limited to the following:

- 1) Soils investigations, including core sampling, laboratory tests, related analyses, and reports.
- 2) Detailed mill, shop, and/or laboratory inspections of materials and equipment.
- 3) Land surveys and topographic maps.
- 4) Field and/or construction surveys.
- 5) Photogrammetric surveys.
- 6) Obstruction surveys
- 7) Onsite construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project.
- 8) Special environmental studies and analyses.
- 9) Expert witness testimony in litigation involving specific projects.
- 10) Project feasibility studies.
- 11) Public information and community involvement surveys, studies, and activities.

- 12) Assisting the sponsor in the preparation of necessary applications for local, State, and Federal grants.
- 13) Preparation of or updating the Airport Layout Plan (ALP), and ALP review of specific project consistency.
- 14) Updating the Airfield Signage Plan
- 15) Preparation of property maps.
- 16) Construction management.
- 17) Preparation of quality control plan.
- 18) Preparation of final report.

SECTION 4. QUALIFICATIONS

The selected consultant must possess the ability, experience, and reputation for high quality service necessary to produce high quality and functional projects. To ensure the engineer is capable of providing an acceptable level of service to the City, the following minimum qualifications must be met:

- * Consultant must have extensive experience in the airport engineering process and ability to direct, coordinate and prepare projects for Abilene Regional Airport.
- * Consultant must have knowledge of federal requirements concerning the AIP grant process, Disadvantaged Business Enterprise Program and must be knowledgeable of all federal airport design standards and requirements.
- * Consultant must be properly licensed to perform professional engineer services in the State of Texas.
- * Consultant must be available for immediate assignments and be adequately staffed to meet federal funding deadline requirements,
- * Consultant must carry adequate Professional Liability Insurance.

SECTION 5. SELECTION PROCESS

A selection committee will select candidates from those responding to this RFQ, which appear best qualified relative to the evaluation criteria listed herein. Those candidates selected will be invited to make presentations to the selection committee. *The presentation will include the candidate's general approach to the different phases of the projects listed, but not a detailed proposal for each project.* The committee will then rank the candidates in order of qualifications.

Negotiations will be initiated with the number one ranked candidate to define a detailed scope of work and services. The City will obtain a cost estimate for each project's task order as needed and will request the consultant to submit a fee proposal and cost breakdown for evaluation and negotiation. An Independent Fee Estimate will also be obtained by the Airport to use in negotiating the fee. If a mutually satisfactory agreement cannot be reached with the first ranked candidate, negotiations will be terminated with that candidate and the negotiation process will be initiated with the second ranked candidate. This process will be repeated until a mutually satisfactory agreement is reached. When such an agreement is reached, a recommendation will be made to the City Council to execute a contract pursuant to the agreement and subject to the availability of funding. The City reserves the right to reject any proposal at its sole discretion for any reason.

The evaluation criteria to be used in selecting and ranking engineers include, but are not limited to, the following:

SELECTION CRITERIA

- A. Capability to perform all aspects of the projects listed in the anticipated CIP, including environmental evaluations, geotechnical evaluations, electrical, and civil engineering. (10 points)
- B. Recent experience in airport projects comparable to the proposed projects, particularly at similar sized air carrier airports. (10 points)
- C. Reputation for personal and professional integrity and competence. (10 points)
- D. Firm's Approach to Project Design and Construction (10 points)
- E. Evidence that consultant has established and implemented an Affirmative Action Program and has satisfied DBE requirements. (10 points)
- F. Key personnel's professional background and availability for the proposed projects. (10 points)
- G. Current workload. (10 points)
- H. Qualifications and experience of outside consultants regularly engaged by the consultant under consideration. (10 points)
- I. Quality of projects previously undertaken. (10 points)
- J. Familiarity with and proximity to the geographic location of the project. (10 points)
- K. Knowledge of FAA regulations, policies and procedures. (10 points)
- L. Capability to furnish qualified inspectors for construction inspection. (10 points)

SECTION 6. STATEMENT OF QUALIFICATION REQUIREMENTS

Statements of Qualifications should be organized in the following format. **Responses are limited to 30 pages maximum.** Please include five (5) printed copies. 1.) The City will allow an appendix for the resumes, not to exceed two pages, for each proposed Assigned Staff; 2.) The DBE Program/Affirmative Action Plan Information shall be included as an appendix.

Elements listed under each part must be included in the submittal:

A. Executive Summary:

The Statement of Qualifications shall be prefaced by an Executive Summary of two (2) pages or less, which gives in brief, concise terms a summation of the submittal.

B. Required Experience:

(i) Relevant Experience of Consultant:

A brief summary of the work accomplished by the Consultant in similar engagements at similar airports in the United States within the past three (3) years.

The summary must include where the work was performed, the disciplines performed at each location and the dollar value of the work performed at each location by the Consultant. The summary shall also include the approach to the work, any unique problems, and the solutions thereto, as seen by the Consultant in performing the work.

(ii) Relevant Experience of Major Sub-Consultants:

It is the intention of the City of Abilene to execute a contract with one Consultant and to hold that firm solely responsible for the execution of the entire project. It is recognized and expected that the Consultant may desire or need the services of sub-consultants to undertake various elements and items of these studies. In the event that such sub-consultants are anticipated, the statement of qualifications should identify the proposed sub-consultants and the specific elements and items for which each will be responsible. For any sub-consultant anticipated to receive 20% or more of the dollar volume of the work under this contract, said sub-consultant shall provide the same relevant experience information requested with respect to the Consultant.

C. Assigned Staff:

A statement of the project manager, including State of Texas Professional Engineer accreditation, and key personnel that would be assigned to the projects by the Consultant and its sub-consultants. Include an organizational chart, a description of the interface between the parent organization and the project team, job description of key positions, and resumes of the key personnel who would be

performing the work. Each resume or biography must describe the person's professional capabilities, experience, education, training and work commitments. Describe any subcontracting relationships that are proposed for the project.

SECTION 7. PROPOSED TIME SCHEDULE

The schedule for conducting this selection process is proposed as follows, subject to revision:

Advertise solicitation of RFQ:	September 9 th and 16 th , 2018
Pre-Submittal Meeting (Attendance not required):	September 20 at 1:30 p.m. Central in the Airport Terminal Lower Level Conference Room, 2933 Airport Blvd.
Deadline for submitting written questions:	September 24 th at 2:00 p.m. Central to Don Green, don.green@abilenetx.gov
City Response to all questions:	September 26 th at 4:00 pm Central
Deadline to receive Statements of Qualifications from interested firms.	October 4 th at 4:00 pm Central
Selected Candidate Interviews may be scheduled.	

SECTION 8. DBE PARTICIPATION

Describe your program for the direct involvement of Disadvantaged Business Enterprises (DBE) in the ownership, management, or operation of your business. If you are a certified DBE, indicate the source of your certification. The FY19-21 proposed DBE goal for Abilene Regional Airport is 3.82%. If your company is not a certified DBE, provide your company's efforts to include DBEs in this submittal as a sub-consultant.

SECTION 9. GENERAL

VERIFICATION OF EMPLOYMENT ELIGIBILITY

The Proposer must comply with the Immigration Reform and Control Act (IRCA) by not knowingly obtaining labor or services of an unauthorized alien. The Proposer is solely responsible for verifying employment eligibility required by IRCA.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the city to recruit, employ, and to provide compensation, promotion, and other conditions of employment without regard to race, color, religion, sex, age national origin, or disability. The City affirms that employment decisions shall be made only on the basis of bonafide occupational qualifications. The City shall continually review its employment practices and personnel procedures and take positive steps to assure that equality of employment opportunity in the City of Abilene, Texas, is a fact as well as an ideal.

MINORITY AND WOMEN BUSINESS ENTERPRISES

The City of Abilene hereby notifies all Proposers that, in regard to any contract entered into pursuant to this advertisement, Minority and women Business Enterprises (M/HUB) will be afforded equal opportunities to submit bids in response to this invitation and will not be discriminated against on the grounds of race, ethnicity, color, sex, religion or national origin in consideration for an award.

Technical assistance will be available to M/HUB through the Community & Economic Development Department.

SALES TAX

The City qualifies as an exempt agency, under the Texas Limited Sales, Excise and Use Tax Act (the "Tax Act"), and is not subject to any state or city sales taxes on materials incorporated into the project. The city will provide an exemption certificate to the contractor. The Proposer must have a sales tax permit issued by the Comptroller of Public Accounts and must issue a resale certificate complying with the Tax Act, as amended, when purchasing incorporated materials. The Proposer is responsible for any sales taxes applicable to equipment purchases, rentals, leases, consumable supplies which are not incorporated into the project, tangible personal property purchased for use in the performance of this contract, or other taxes required by law in connection with this project.

SECTION 10. SUBMISSION REQUIREMENTS

Five (5) copies of the Statement of Qualifications are to be submitted in a sealed envelope bearing the name and address of the Engineer, and should be clearly marked "Statement of Qualifications - Airport Engineer Consulting Services. Statements of Qualifications are due at **4:00 p.m. Central on October 4th.**

To:

City of Abilene
Purchasing Office
555 Walnut, Room 201-A
Abilene, TX 79601
ATTN: Melissa Denson
Purchasing Administrator
Telephone #: (325) 676-6226

Only timely-received submittals meeting the requirements of this Request for Qualifications will be considered. No submittal will be considered or accepted which is submitted by a Proposer that is in default under the terms of any existing agreement with the City of Abilene, or which has failed to perform its obligations faithfully under any previous agreement with the City. Submittals shall be signed by an authorized representative of the Proposer.

SECTION 11. QUESTIONS REGARDING THIS REQUEST FOR QUALIFICATIONS

Questions regarding this project shall be submitted in writing and directed to:

Don Green, A.A.E.
Director of Transportation Services
Telephone #: (325) 676-6061
don.green@abilenetx.gov

Amendments or revisions of this Request for Qualifications resulting from written questions will be developed as expeditiously as possible, and will be distributed to all parties requesting the original proposal package.